



GLOBAL MODULAR PARTNERS, LLC

MAZEN ALI ABDULLAH AL-MAJDOUBEH. IT ENGINEER

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www.globalmodularpartners.com



PROFESSIONAL EXPERIENCE

1. Global Modular Partners, LLC

3/2021– To date

“IT Engineer”, www.globalmodularpartners.com

- Responsible for managing company EDMS and IT operation for the middle east branch.
- Coordinate with the headquarter IT team in California, USA.

2. Arabtech Jardaneh

11/2014 – To date

“Document Controller”, www.aj-group.com

- Controls of documents to ensure latest approved quality related documents are available to users and that superseded or obsolete documents are not used inadvertently.
- Ensuring all the incoming outgoing correspondence is recorded
- Maintain separate database for onsite documentation like method statement, procedure, material approval, RFI, NCR, safety reports etc., and follow-up for review and approval.
- Distribute drawings and documents for review /approval as per the distribution matrix.
- Prepare and maintain transmittal for distributing drawings /documents to Client/engineering team/vendors.
- Maintain the central filing system master /superseded documents and drawings.
- Follow up review/approval comments of engineer to review the documents /drawings.
- To ensure as per the company procedure distribution document and drawings to concern dept, getting their acknowledgement.

3. Arabtech Jardaneh

12/2013 – 11/2014

“Procurement Administrator”, www.aj-group.com

- Prepare & issue purchase orders in accordance with selected suppliers, price and technical specifications.
- Good knowledge of procurement methods and procedures is a must to ensure compliance with the company’s procedure.
- Arranges and participation in conferences between suppliers and Engineers to facilitate material inspection, substitution, standardization, utilization.
- Interview vendors and visit suppliers and distribution centers to examine and learn about products, services, and prices.
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods.

4. Hassan Alkouz & Partner Company

12/2010 – 01/2013

“Office manager & Personnel”, www.hkhouz.com

- Design and implement office policies.
- Establish standards and procedures.
- Organize office operations and procedures.
- Team management.

- Ensure filing systems are maintained and up to date.
- Ensure protection and security across system applications and network.
- Manage and maintains the HRIS database including but not limited to: Planning - Employment - Personnel - Attendance - wages and salaries - training - evaluation of personnel – generating scheduled or requested reports to assist management.
- Manage the staff information records directory and the company organization chart.
- Audit the database periodically to ensure accuracy.
- Maintains personnel files in compliance with applicable legal requirements.

5. Arab Towers Contracting Company ATCCO

12/2008 – 9/2010

“Technical Support Officer”, www.atcco.com.jo

- Provide software solutions and networking.
- Maintaining computers’ hardware and servers.
- Troubleshoot computers’ software, hardware, and network.

EDUCATION

B.SC - B.Sc. in Computer Science, Applied Science University (Amman – Jordan), 1981 www.asu.edu.jo

PROFESSIONAL LICENSES & CERTIFICATES

- Computers, Printers & Servers Technical Support (Jordan Data System Co, 2009)
- Computers, Printers & Servers Sales (Jordan Data System Co, 2008)